

FALKIRK HIGH SCHOOL PARENT COUNCIL "200" CLUB

Privacy Notice for Members

Thank you for signing up to the Falkirk High School Parent Council "200" Club.

Why are we requesting your consent: the UK's data protection law has changed:

On the 25th May 2018, changes to the EU General Data Protection Regulation (GDPR) came into effect which requires us, by law, to seek your consent to process, store and record your personal information and permit us to contact you. This will allow us to operate the "200" Club and contact you in relation to prizes won, inform you about changes to the "200" Club, maintain "200" Club membership records and inform you about other Falkirk High School fund raising activities from time to time.

What this Privacy Notice covers

The Falkirk High School Parent Council "200" Club is committed to protecting your personal information. This notice explains how we collect and use the personal information about you.

GDPR has updated the law to take into account significant advances in technology as well as fundamental changes to the way in which individuals and organisations communicate, use and share information and it will also remove inconsistencies in data protection across the EU.

What we need

The personal information we store is limited to your name, address, contact telephone number(s), email address, your "200" Club membership number(s) and monthly subscription. This is the minimum information we need to operate the "200" Club.

Why we need your personal information – contractual / legitimate purposes

We will use our members' personal information to:

- inform you of prizes or changes to the "200" Club and/or
- provide details of Parent Council meetings and/or
- inform you of other FHS fund raising activities.

How we protect your personal information

We wish to ensure you that the information we hold in respect of the "200" Club is kept securely. Your personal information is stored [in a locked filing cabinet and/or electronically on a pc/laptop which is password protected]. Your personal information is only accessed by our appointed Treasurer and appointed "200" Club Administrator for the purposes set out above. We will never pass these details to any Third Parties.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with "200" Club membership. We may contact you from time to time to ensure the personal information we hold is accurate and up to date.

Your Consent

If you consent to allow us to store and record your personal information and permit us to contact you in the future please tick – YES, in the Consent Form below.

If you wish to withhold your consent then tick NO. Please note however that without consent you cannot continue to be a member of the "200" Club and you will need to cancel your Standing Order with your bank. Your membership cancellation means you will no longer be entered into the "200" Club draw.

Your support for Falkirk High School is hugely valued and we do hope you will give your consent so that we can continue to operate the "200" Club and raise funds to support the School and pupils.

FALKIRK HIGH SCHOOL PARENT COUNCIL "200" CLUB

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Your rights

You can exercise any of the following rights by writing to us at FHSParentCouncil@outlook.com or by post to The Treasurer, FHS 200 Club, c/o 3 Fordyce Gardens, Falkirk FK1 5BA.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Please can you kindly arrange to complete the request below and return this form in the enclosed stamped address envelope.

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Yes – I/We give my/our consent to Falkirk High School Parent Council 200 Club recording personal information about me/us and contacting me/us.

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No – I/We do not give my/our consent to Falkirk High School Parent Council 200 Club recording personal information about me/us and contacting me/us.

Name(s): _____

Address: _____

Telephone No.: _____

Email Address: _____

Signature (s): _____ Date: _____